

# ELECTRONIC CASE FILES

## TRAINING

Please find a list of dates for training by court personnel on the Electronic Case Files (ECF) system. Training sessions will be held at the training facility located at the U.S. Bankruptcy Court. Choose three (3) of your most preferred dates and indicate one session with each date. You will be scheduled for one of the dates chosen based on availability. Please return this sheet, with the three (3) dates/sessions you have chosen, along with your registration.

You will receive e-mail confirmation as to the date you have been assigned for training. Seating is limited. Inform us if you intend to bring staff members with you, so seats may be reserved.

When you attend training it is necessary to have your **Pacer login and password**.

<b><u>DATES</u></b>	<b>SESSION 1</b>	<b>SESSION 2</b>	<b>LOCATION</b>	<b>COURSE</b>
Thursday, October 21, 2004	9 am - noon	1:30 - 4: 30 pm	U.S. Bankruptcy Court	NOVICE-REFRESHER
Tuesday, October 26, 2004	9 am - noon	1:30 - 4: 30 pm	U.S. Bankruptcy Court	PROFICIENT
Thursday, October 28, 2004	9 am - noon	1:30 - 4: 30 pm	U.S. Bankruptcy Court	NOVICE-REFRESHER
Tuesday, November 16, 2004	9 am - noon	1:30 - 4: 30 pm	U.S. Bankruptcy Court	PROFICIENT

We ask that you inform us in writing below if you are requesting seats be reserved for staff members. Return this form no later than 7 days prior to the earliest preferred date chosen on the form.

I request that you reserve \_\_\_\_ additional seats at my training session for members of my staff:

Names of Staff: \_\_\_\_\_

First Date: \_\_\_\_\_ Session # \_\_\_\_\_  
Second Date: \_\_\_\_\_ Session # \_\_\_\_\_  
Third Date: \_\_\_\_\_ Session # \_\_\_\_\_

Name of Attorney: \_\_\_\_\_ Email Address: \_\_\_\_\_